



## Adding Parents to Your Orders

Foreign Service employees may request that their parent(s) be approved as an eligible family member (EFM) and added to their Post Assignment Travel Orders for an overseas assignment. The parent may only be on orders as an EFM for a single tour of duty abroad and the Department must reauthorize such status for each overseas tour. See 14 FAM 510 for more information and contact your HR technician. Other agencies should contact their Human Resources office for guidance.

### Making a Request

- ☐ The employee must complete an [OF-126 Foreign Service Residence and Dependency Report](#). Each new OF-126 replaces the old OF-126; therefore all blocks must be filled out each time a new OF-126 is submitted.
- ☐ Along with a completed OF-126 form, the officer must prove that the parent has resided with the employee for at least 6 of the last 12 months, with some exceptions noted in 14 FAM 510, is at least 51 percent dependent for support (subject to review and approval per [14 FAM 510](#)).
- ☐ The officer must quantify that he/she has provided more than 51% of support for the parent by submitting an affidavit or notarized statement testifying to that fact. This is termed passing the "financial support test." An explanation regarding the parent's residency is also required, with an explanation as to why the application is being made to add the parent to the travel orders.
- ☐ Employees of other agencies should contact their Human Resources representative.

### Taking a Parent(s) to Post

- ☐ **Passports:** if parents are classified as EFMs, they may travel on diplomatic passports and may have the same diplomatic immunity as a spouse or child; however, this is subject to the laws and policies of the host country of assignment. If not classified as such, elderly parents use tourist passports and do not have diplomatic status. In either situation, the host government of the country to which the employee is posted may have their own policies, rules, and conditions for granting the diplomatic visa or resident status to the parent. It is incumbent on the employee to advise post in advance and find out if there are any specific host country restrictions or additional conditions.
- ☐ **Housing:** housing assignments are based on the number of official eligible family members the employee brings to post. Travel to and from post (with the exception of medical travel) is also available to all elderly parents designated as EFMs.

- **Medical:** parents, regardless of their status, are not covered by the Foreign Service medical insurance program and *do not* have access to the health unit. Employees may, however, ask the Health Unit for names of local physicians who can provide medical services for their elderly parent. This kind of assistance from the Health Unit may also be requested during the bidding process, to determine if a post has adequate local health care providers to meet the medical needs of a parent.
- **Insurance:** because elderly parents are not covered under the Foreign Service medical insurance program, they also do not have access to embassy medical evacuation (medevac) services. Therefore, all parents coming to post for either a short or an extended period of time should purchase (and maintain) Air Medical Evacuation Insurance. A list of companies that provide this insurance can be found on the Department of State [Consular Affairs website](#).

### Medical Insurance Resources

It is essential that a parent going overseas, either officially or unofficially, have adequate medical insurance. **Medicare only pays medical expenses in the United States**, and in Canada and Mexico under certain very limited circumstances.

#### Clements and Company

Under its GlobalCare Plus program, Clements and Company provides overseas major medical insurance, including full world-wide evacuation services. Coverage is offered for individuals as well as families. GlobalCare Plus is for policies lasting 6 months to one year. Clements also write policies for shorter-term travel (15 days to 4 months) through Patriot Travel Medical Insurance.

Tel: 1-800-872-0067 or (202) 872-0600

#### Blue Cross/Blue Shield

Provides coverage to Americans living abroad only through the local offices where the clients have residence. Insurance may be purchased while the client is overseas.

Tel: (202) 479-8000

#### International SOS

Provides only supplemental coverage including a hospital deposit repay, medical referral, evacuation to facilities for treatment, legal assistance, and a toll-free hotline. Medical centers are located throughout the world.

Tel: 1 (800) 523-8930 or (215) 244-1500

### **Allianz Global Assistance**

Available to U.S. residents only. A policy may be purchased only while client is in the United States, but coverage is good worldwide.

Tel: 1 (866) 884-3556

### **Additional Insurance Options**

The purchase of additional insurance gives the policy holder access to a wider choice of facilities without utilizing additional financial resources.

**Medigap** is the name given to privately-purchased supplemental health insurance. It is designed to help cover some of the gaps in Medicare coverage but does not cover long-term care. Examine Medigap policies carefully to make sure they provide the protection needed and do not duplicate other health insurance.

**Long-Term Care Insurance** is a private insurance that is usually either an indemnity policy or part of an individual's life insurance policy. An indemnity policy pays a set amount per day for nursing home or home health care. Under the life insurance policy, a certain percentage of the death benefit is paid for each month the policyholder requires long-term care. Policies are priced differently depending on the age of the policyholder, the deductible periods chosen, and indemnity value or duration of benefits.

For more Information on long-term insurance policies contact:

#### **The American Foreign Service Association (AFSA)**

Retiree Liaison

Tel: (202) 338-4045, ext. 528

E-mail: [afsa@afsa.org](mailto:afsa@afsa.org)

#### **American Foreign Service Protective Association (AFSPA)**

Tel: (202) 833-4910

### **Bringing Parents to Post Who Are Not on Your Orders**

Parents who are not eligible to be added to travel orders may still go to post as members of household (MOH), but will receive no official support from the U.S. Government. No official support translates into acquiring their own visa for entry and residence in that country, no access to the U.S. embassy health unit, no airfare or allowance payments in the case of evacuation from post, and no diplomatic status with the host country. Some countries require additional documentation by the accredited employee and all countries hold the authority to approve or deny any visa. Parents who come to live overseas for an extended period of time should consider having additional medical insurance (Medicare does not cover costs related to care overseas). In addition, parents should also maintain Air Medical Evacuation Insurance. A

list of companies that provide this insurance can be found on the Department of [State Consular Affairs website](#).

### **Family Medical Leave Act and Family-Friendly Leave**

Employees who think they may need to care for an elderly relative should see the provisions of the 1993 Family Leave Act on taking leave for this purpose. They should also contact the leave specialist in their agency. Department of State employees can contact a leave specialist in the Office of Employee Relations about paid and unpaid leave.

Tel: (202) 261-8180

Email: **HRLeave@state.gov**

### **Eldercare Emergency Visitation Travel (Eldercare EVT)**

The Eldercare Emergency Visitation Travel (Eldercare EVT) provision was implemented to permit travel at government expense for employees and eligible spouses serving at an overseas post who need to assist parents in declining health. Eldercare EVT allows an employee two trips throughout his/her career to visit parents. It is meant to support one mother and one father of the employee and of the eligible spouse. It does not mean a couple may pool their four eldercare visits to assist the parent(s) of only one member of the married couple. For more information, contact the Office of Employee Relations.

Tel: (202) 261-8180

Email: **HRLeave@state.gov**